

**Lee-Whedon Memorial Library  
Special Board Meeting January 30, 2025**

Present: K. Boice, C. Kiebala, I. Mark, S. O'Dea, D. Schwert, K. Mostyn, S. Covis

**Open Hearing:**

The Open Hearing was held. No one was in attendance. K. Mostyn called the meeting to order at 10:00 a.m.

**Adoption of Agenda:**

The agenda was unanimously adopted on a motion by K. Boice and seconded by C. Kiebala.

**Fundraising:**

The Board reviewed the list of naming opportunities for large donors to the expansion project. Rooms and spaces to be named were reevaluated based on changes to the floor plan and new donation amounts were assigned. This list will be given to the finance committee for input and to eventually be presented to potential donors. We have a few people who have agreed to be part of the finance committee, but they will need someone to lead them in developing the materials and the skills to go out to ask for donations.

K. Boice mentioned that the New York Council on Non-Profits offers resources and assistance for non-profits that could be of use to us. We will look into the resources and see what is required to be access those resources.

K. Mostyn reached out to our auditor, Kristie Beach, to ask if a separate bank account is required to hold donations specifically given to be used for the expansion. She said it is not required, but we can open one if it makes us more comfortable. We will be opening a savings account to house those donations. When it comes time to start drawing Bond Anticipatory Notes (BANs), we will need a separate account specifically for that money. K. Mostyn will check if we will need to pay the interest on the BANs right away and need to consider it with our upcoming budget or if the interest is rolled over into the bonds to be paid later on.

We do need to decide on someone to lead the fundraising campaign. If we hire Ivy partners, Ann will come out to meet with the committee as much as needed under her normal contract fee. If we want her to make the visits to the donors, there is an extra fee for each visit. The current contract Ann has provided us with is for the entire fundraising campaign, estimating 12-18 months. K. Mostyn can try to see if she will agree to a contract of no more than 6 months. S. O'Dea made a motion to hire Ivy Partners for fundraising if she is willing to agree to a contract of no more than 6 months and if she will clarify the extra costs involved in visiting donors. The motion was seconded by D. Schwert and approved unanimously.

C. Kiebala will reach out to those who have agreed to be on the financial committee to see if they are available to meet next week to get started.

The meeting was adjourned at 11:30 a.m. on a motion by D. Schwert, seconded by K. Boice and approved by all.

**The next regular meeting is February 10, 2025 at 4:00 p.m.**

**Respectfully submitted:**

**S. Covis 1/30/2025**